

Guidelines Governing Use of Public Libraries

Montgomery County Public Libraries Montgomery County, Maryland

These Guidelines are posted for the comfort and protection of all who use the facilities of the public library. They will be courteously but firmly enforced by library staff. We ask your cooperation in maintaining an environment conducive to study and enjoyment:

- **LIBRARY STAFF AND CUSTOMERS** are expected to treat one another with mutual courtesy and respect. Threatening speech or disruptive behavior will not be tolerated and may result in the police being notified.
- **LIBRARY STAFF** have the authority to maintain order, ensure the safety of staff and customers, and to enforce these and other regulations. Directions given by library staff must be followed.
- **LIBRARY RESOURCES**, including materials, furniture, Internet access, computers and other equipment, are to be shared. All Internet and computer customers must comply with our stated computer use and printing policies.
- **LIBRARY PROPERTY** should be respected. For example, feet should not be placed on chairs or tables. Shoes must be worn. Ball playing, running, rollerblading, skateboarding and other physical activities are not permitted in the library or on library property.
- **CHILDREN** under the age of 8 must be supervised at all times in the library by a responsible person who is at least 13 years old. Children over the age of 8 should not be left alone for prolonged periods of time. Customers need to be aware of library closing times.
- **SECURITY** in public places is everyone's responsibility. Belongings should not be left unattended or stored in the library.
- **FOOD AND DRINK** is only permitted at specific branches in designated areas.
- **CELL PHONES** are permitted in designated areas only. Ear phones must be used with other electronic equipment.
- **NOISE** of an excessive nature should not inconvenience others who are browsing, reading or working in the library. Loud conversation of any nature is disruptive. Be attentive to your children, and encourage them to lower their voices. Please calm crying and upset children.
- **SMOKING** is not allowed inside the building or within 50 feet of the outside of the library building.
- **ALCOHOLIC BEVERAGES** are not permitted in the library or on library property.
- **SERVICE ANIMALS** are welcome.
- **LOITERING**, defined as remaining at the library when not engaged in library related business or activities, is not allowed.
- **SLEEPING, BATHING OR STORAGE OF PERSONAL BELONGINGS** is not permitted. The library staff will provide information for those in need of temporary shelter, food, counseling or other emergency services.

Failure to comply with these rules or the directions of staff may result in the individual(s) being excluded from the premises and/or police being summoned on authority of the administrative regulations of Montgomery County Public Libraries.